

**THE CORPORATION OF THE CITY OF WINDSOR  
POLICY**

Service Area:	<b>Finance &amp; Technology, Office of the Chief Financial Officer &amp; City Treasurer</b>	Policy No.:	TBD
Department:	<b>Financial Accounting</b>	Approval Date:	<b>October 29, 2015</b>
Division:	n/a	Approved By:	<b>CR196/2015</b>
Subject:	<b>Corporate Gift Policy</b>	Effective Date:	<b>Immediate</b>
Review Date:	November 2020	Procedure Ref.:	n/a
Prepared By:	A. Varsa – Financial Accounting	<i>Pages:2</i>	Replaces:
			Date:

**1. POLICY**

**1.1.** There may be instances where it is appropriate for a gift to be given on behalf of the City of Windsor, and/or the City’s Agencies, Boards, Commissions or Committees (ABCs), both to individuals or groups. Any such gifts should be appropriate to the occasion and be of modest or nominal value.

**2. PURPOSE**

- 2.1.** To provide guidelines for corporate gift giving by defining when a gift is appropriate and/or desirable.
- 2.2.** To provide guidelines to determine the suitability of the gift.
- 2.3.** To establish limitations on the value of a gift.

**3. SCOPE**

- 3.1.** This policy applies to all City departments, Agencies, Boards, Commissions & Committees (ABCs) funded by the City of Windsor, in whole or part, or whose governing body contains City of Windsor representation **AND** whose financial transactions are accounted for within the City’s financial systems.
- 3.2.** Protocol exchanges (e.g. twin city delegates, etc.) are exempt from this policy and are subject to provisions as outlined in the City’s Travel & Business Expense Policy - Section 4.9.

**4. RESPONSIBILITY**

- 4.1. City Council** is responsible to:
  - 4.1.1.** Review and approve all proposed gifts with an individual value over \$100, exclusive of taxes.
- 4.2. ABC Board of Director’s** are responsible to:
  - 4.2.1.** Review and approve all proposed gifts with an individual value up to \$100, exclusive of taxes.
  - 4.2.2.** Forward all proposed gift requests, that are deemed appropriate, with a individual value over \$100 exclusive of taxes, to City Council for final approval.

**4.3. The Chief Administrative Officer (CAO)**, whose authority in this may be delegated, is responsible to:

**4.3.1.** Review and approval all proposed gifts for City departments with an individual value up to \$100, exclusive of taxes.

**4.4. Departmental Managers** are responsible to:

**4.4.1.** Forward all proposed gift requests, with an individual value up to \$100, exclusive of taxes, to the CAO for approval.

**4.4.2.** Forward all proposed gift requests, that are deemed appropriate, with an individual value over \$100, exclusive of taxes, to City Council for approval.

## **5. GENERAL GUIDLINES**

**5.1.** Occasions and/or circumstances may occur whereby giving a gift may be appropriate. The following list is not intended to be exhaustive, but rather a summary of common occasions for gift presentation:

- Retirement/farewell event
- Employment/volunteer milestone anniversary
- Staff or volunteer recognition for significant achievement and/or contribution to the community.

**5.2.** Gifts should be suitable to the occasion, tasteful and take into consideration the length of employment and/or volunteerism.

**5.2.1.** Where appropriate, gifts should identify the City of Windsor or ABC (e.g. City or ABC logo imprint/engraving).

**5.3.** Individual gifts should not exceed \$100, exclusive of taxes. However, in those extraordinary circumstances where a higher value gift is deemed appropriate, pre-approval must be obtained by City Council for proposed gifts above \$100, exclusive of taxes.

## **6. REFERENCES AND RELATED DOCUMENTS**

**6.1.** Travel & Business Expense Policy CS.A3.06